



# **Accessible Documents**



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# Overview

- **Print Disabilities**

- Major Four

- **General Guidelines**

- Fonts
- Font Size
- Spacing

- **PowerPoint**

- Design
- Selection/Arrangement
- Outline
- Layout not text boxes

- **Microsoft Word**

- Styles
- Alt text
- Text box/Fake Text Box
- Blank, Blank, Blank

# Print Disabilities

- Low Vision
- Color Blindness
- Blind
- Dyslexia

# Low Vision or Blind

- Assistive Technology



ZoomText

kurzweil  
1000 version 14

iSay...



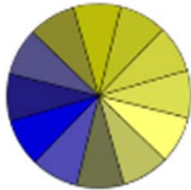
OpenBook®



# Color Blindness



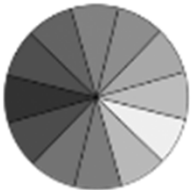
- Full Color Perception



- Red-Green Color Blindness



- Blue-Yellow Color Blindness



- No Color Perception (rare)

# **BAD** Example for Color Blindness:

All fields marked in **red** must be filled out

**Name:**

**DOB:**

Address:

Do you own a pet?:

**Email:**

How Many people live in your home?:



# Good Example for Color Blindness:

All fields marked with \* must be filled out

**\*Name:**

**\*DOB:**

**Address:**

**Do you own a pet?:**

**\*Email:**

**How Many people live in your home?:**



**What is...**

---

**Dyslexia?**



# Dyslexia

- Difficulty in learning to read or interpret words, letters, and other symbols, but does not affect general intelligence.

# Dyslexia

I cdnuolt blveiee taht I cluod  
aulaclty uesdnatnrd waht I  
was rdanieg. The huamn  
mnid deos not hvae to raed  
ervey lteter by istlef, but the  
wrod as a wlohe.

# Question

- *Can you read this in the back?*
- (Can you read this in the back?)
- Can you read this in the back?
- ***Can you read this in the back?***
- Can you read this in the back?

# General Guidelines

- **Fonts**

- The 3 fonts that are best to use are: Arial, Times New Roman, or Calibri.

- **Font Size**

- Any document you create that is distributed to the public should be at least 14 point font.

- **Spacing**

- Document forms should be at least 1.5 spacing

# Example of Spacing

## BAD

Please fill out:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

## GOOD

Please fill out:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_



**Questions?**

# PowerPoint

- Design
- Selection/Arrangement
- Outline
- Layout **NOT** text boxes

**One moment while I switch over  
to a new PowerPoint**



# Quick Note



# Microsoft Word

- Styles
- Alt Text
- Text Box/Fake Text Box
- Blank, Blank, Blank, Blank, Blank

**One moment while I switch over  
to a Word Document**

# Great App for all to try



**Be My Eyes**

Lend your eyes to the blind



**Questions?**

Thank you for coming to...

# Accessible Documents

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- Accessibility
- AT Loan Closet

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